

REGULAR COUNCIL MEETING NOVEMBER 9, 2010

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the Municipal Building, 510 Seventh Street on November 9, 2010 at 7:00 p.m.

1. Mayor Burgess called the meeting to order and presided.
2. Rev. Karen Jo Kelly, St. Peter's Episcopal Church, gave the invocation.

Council members
present:

Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mr. Michael Mattox
Mrs. Rayetta Webb

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. W. Morgan Allen, Jr., Treasurer
Chief Clay Hamilton, Police Department
Deputy Chief Kenneth Walsh, Police Department
Mr. John Tomlin, Public Works Director
Mrs. Mary Hall, Administration

3. Mayor Burgess asked if there were any question regarding the agenda.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, to approve the agenda.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

4. Mayor Burgess asked if there were any questions regarding the minutes of the October 12, 2010 Town Council Meeting and October 27, 2010 Called Meeting.

A motion was made by Mrs. Webb, seconded by Mr. Coleman, that the minutes of the October 12, 2010 Town Council Meeting and October 27, 2010 Called Meeting be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mayor Burgess presented the invoices for the month of October and asked if there were any questions regarding the invoices.

5. Financial Statements

6. Public Comments

Mayor Burgess asked if anyone would like to address Council regarding any issue not listed on the agenda. No one came forward.

Mayor Burgess recognized Mr. Charles Edwards and congratulated him on the November election win. Mr. Edwards will begin his term on Council January 2011. Mayor Burgess also congratulated Incumbents Mattox and Ferguson on their reelection. Mr. Mattox will be serving his third term and Mr. Ferguson will be serving his second term.

7. Special Items or Recognition

a. Employee Service Recognitions

Mr. Coggsdale recognized Mr. William Reed, Waste Water Treatment Plant, for 15 years of service to the Town.

8. Committees

a. Finance

Avoca CIP Item Amendment

Mr. Coleman advised the Finance Committee has reviewed a request to amend a capital improvement item and appropriate additional funding. This request came from Mr. Frank Murray, Director of the Avoca Museum. The new project would involve the replacement of deteriorated wood on Avoca's porch at an estimated cost of \$25,000; this would replace the existing project of interior floor sanding and drapery replacement budgeted at \$17,000. The existing project, if replaced by the new one, would be reconsidered during the CIP process next fiscal year. Mr. Coleman mentioned the Public Works Committee reviewed the project and feels it is needed. The Finance Committee recommends this project, porch replacement, replace the existing project and an additional funding of \$8,000 to be allocated.

A motion was made by Mr. Coleman, seconded by Mr. Mattox, to accept the proposed porch replacement project replacing the existing project and appropriating an additional \$8,000 from the General Fund.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Departmental Reorganizations

Mr. Coleman advised staff is proposing several job classifications/titles be updated to coincide with several changes/developments in personnel and functions. The Town will be initiating a transit system and the administrative/managerial duties will be assigned to the proposed position of Assistant Town Manager (Community Development), in addition we will need to add a job classification for Bus Operators. The grants associated with the transit system will pay for 50% of the Assistant Town Manager position and for 100% of the Bus Operator positions. The grant does require an approximate Town match of \$30,000 for a full fiscal year. The Assistant Town Manager position will replace the existing Assistant to the Town Manager position. Mr. Coleman also

mentioned with the impending retirement of our Finance Director, staff proposes to reclassify the current Senior Accountant/System Specialist position to Network Analyst/Human Resources Coordinator. This position would be a Grade 16.

Mr. Higginbotham felt with the recent election, it would be appropriate to have the new Council member on board before changing any pay grades or classifications.

Mr. Coleman stated everything is on a schedule and the hopes are to have things up and running by January.

Mr. Higginbotham stated he does not have a problem with the transit system but was referring to the job classifications/titles being updated.

Mr. Coleman stated the person overseeing the transit system will be working additional hours.

Mr. Higginbotham felt as a courtesy to Mr. Edwards, Council should wait on making such a decision.

Mr. Coleman felt Council needed to move forward with the plans in order to have the vacancy filled before Mr. Allen's retirement.

A motion was made by Mr. Coleman, seconded by Mr. Mattox, that the job classifications for Assistant Town Manager (Community Development), Bus Operators, and Network Analyst/Human Resources Coordinator be approved as presented with the submitted job descriptions.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

b. Public Works

Mr. Ferguson advised of the desire to plant ground covering on the bank near the Altavista High School and suggested Winter Jasmine at a cost of \$4,400.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to plant Winter Jasmine on the bank near the Altavista High School at a cost not to exceed \$4,400.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

c. Altavista Chamber of Commerce

Mrs. Patty Eller, Altavista Chamber of Commerce, addressed Council and updated them on the activities of the Chamber including the annual Altavista Christmas Parade. Mrs. Eller mentioned plans are in the works for the annual Altavista Chamber of Commerce dinner with guest speaker being Comedian Jeanne Robertson. Mrs. Eller stated sub-committees are busy working on the

2011 Uncle Billy's Day festivities. One committee is requesting Council consider offering the "Beer Garden" on Friday and Saturday night.

Mayor Burgess tabled this request to next month's meeting.

9. Unfinished Business

a. Abbott Nutrition Expansion-Approval of Incentives

Mr. Coggsdale advised several months ago Town Council authorized by consensus in closed session to offer Town Economic Development funds to Abbott Nutrition's Altavista facility. At this time, the project has been completed and the performance agreement is being drafted for execution by Abbott, the Town of Altavista and Campbell County.

Mr. Coggsdale mentioned Abbott Nutrition has operated one of its manufacturing facilities in Altavista for more than 35 years and is a leader in the development and marketing of nutritional products that support the growth, health and wellness of people of various ages. The Town of Altavista and Campbell County have worked with Abbott Nutrition in regard to the \$8.7 million expansion which will create 13 new jobs. The incentives assist with creating a larger presence by Abbott Nutrition in Altavista. The incentives will be paid over a four year period with the first installment being after execution of the Performance Agreement. The Town's incentives total \$130,500 resulting in yearly installments of \$32,625 with a return on investment of three years. Campbell County is providing incentives of \$144,190 with yearly installments of \$36,047.50.

Mr. Coggsdale also mentioned this action fosters customer satisfaction by meeting the needs of the client company, its current Altavista workers, and the citizens who will obtain good paying jobs that will be created as a result of business expansion. In addition, it promotes financial management through the increased machinery and tools revenue that will be generated and result in the investment being returned in a three year time frame.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, that the Town provide the necessary funds through the Economic Development Authority and authorize the Town Manager to execute the Performance Agreement on the Town's behalf.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

b. Transit System Implementation Issues

Mr. Coggsdale advised of staff's request that Council reconsider the name of the transit system due to concerns about conflicting connotations regarding the acronym that would be associated with the name "Altavista Bus Company" (ABC). The funding agency, Department of Public Rail and Transportation (DPRT), as well as other versed in transit and marketing, have expressed concern about the message that the use of the acronym "ABC" would send as it relates to Alcohol Beverage Control. Based on the concerns, staff would request that you consider the names "Altavista Community Transit System" (*ACTS*) or "Town of Altavista Bus System" (*TABS*) for the transit system. Mr. Coggsdale

mentioned it was important that a decision be made so the logo and marketing material change be developed in time for implementation.

A motion was made by Mr. Ferguson, seconded by Mr. Coleman, to name the transit system Altavista Community Transit System (ACTS).

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Coggsdale advised DPRT has assisted staff in developing a “Substance Abuse Policy” that complies with the requirements of the federal funding. Mr. Coggsdale presented Council with a copy of the policy for review. This document has been approved by DPRT. He mentioned this policy would be utilized by personnel associated with the transit system; all other employees will fall under the existing town policy. Mr. Coggsdale stated the desire is to have all employees covered by the same policy at some point.

A motion was made by Mrs. Webb, seconded by Mr. Coleman, to adopt the Town of Altavista-Substance Abuse Policy for use by the transit system.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

10. New Business

11. Town Manager’s Report

a. Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

Last few punch list items being completed.
Wiley/Wilson continues to negotiate with Mr. Brice Mattox in regard to the easement along English Alley.

Community Development Block Grant

Façade Improvements (Ongoing)
Streetscape (Gateway Park)
Last few punch list items being completed.

Upper Story Housing
Nine units are being considered for this project, which is the project goal.
Meetings being conducted by Scott Smith with property owners prior to bidding of project.

Marketing
Way finding signage installed.

Library Roof project

Proposals are due Tuesday, November 9th.

Transit System

Buses should be operational in January 2011.

Staff continues to work on items to have the system operational by the time the buses are received.

15th Street Park

Retaining wall is complete.

Fence to be installed.

Town forces are working on drainage and grading of the site.

Trees along School Street removed.

Playground equipment ordered, delivery scheduled for November 12th.

Completion date anticipate to be mid November.

River Road Power Line project

Project is underway

WWTP – Pollution Minimization Plan

EEE Consulting has completed the draft plan.

WWTP staff has reviewed and plan and it has been submitted to DEQ for review.

d. Reports

- i. Departmental
- ii. Other

e. Other Items as Necessary

Mr. Coggsdale mentioned one of the network servers which is approximately 10 years old is not working efficiently. Staff is presently reviewing some options and will bring back some recommendations at the next Council meeting.

Mr. Coggsdale reminded Council of the Dedication of the Town Hall Building Ceremony scheduled for November 30, 2010 at 7:00 p.m. in honor of Mayor Burgess.

f. Information Items

12. Matters from Town Council Members

Mrs. Webb questioned the transportation for the recently approved K-9.

Mr. Mattox advised a patrol vehicle is being redesigned to accommodate the K-9.

Chief Hamilton stated a letter has not been received from USDA authorizing the Altavista Police Department's possession of the K-9. Once this is received a patrol vehicle will be redesigned to accommodate the K-9. A cage will need to be purchased.

Mr. Mattox commended Chief Hamilton and his officers in the quick arrest of the Express Mart robbers.

Mrs. Webb asked about the resolution in opposition of dropping the Machining and Tools tax and asked if this would be available at the December Council Meeting.

13. Closed Session

A motion was made by Mrs. Webb, seconded by Mrs. Dalton, that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended, Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment

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to the Economical Development Authority, Planning Commission and Board of Zoning Appeals.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ron Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Council went into closed session at 7:34 P.M.

Notice was given that council was back in regular session 7:43P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Webb, seconded by Mrs. Dalton, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ron Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

A motion was made by Mrs. Webb, seconded by Mrs. Dalton, to appoint Mr. Bill Smith to the Altavista EDA for a four year term; reappoint Mr. Tim Wagner to the Planning Commission for a four year term and reappoint Mr. Phillip Webb to the Board of Zoning Appeals for a five year term.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ron Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

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Mayor Burgess asked if there was anything else to bring before Council.

The meeting ended at 7:44 p.m.

J. R. Burgess, Mayor

W. Morgan Allen, Jr., Clerk